



**Ketchum Urban Renewal Agency**

480 East Avenue North  
Ketchum, ID 83340  
<http://ketchumidaho.org/>

**Regular Meeting**

~ Minutes ~

Admin

Monday, October 21, 2019

2:00 PM

Ketchum City Hall

**Present:** Chair, Susan Scovell  
Commissioner Jim Slanetz  
Commissioner Ed Johnson  
Commissioner Amanda Breen  
Commissioner Kristen Spachman

**Absent:** Commissioner Casey Dove  
Vice Chair Cameron Packer

**Staff Present:** Suzanne Frick – Executive Director  
Grant Gager – Treasurer  
Attorney Ryan Armbruster

**CALL TO ORDER**

Chair Susan Scovell called the meeting to order at 2:00 p.m.

**ROLL CALL**

**CONSENT CALENDAR: (ALL ACTION ITEMS)**

1. Approval of Minutes: September 16, 2019 regular meeting

Attorney Ryan Armbruster advised that he was present by phone.

**Motion to approve minutes with noted correction.**

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz***

***Voting Abstaining: Commissioner Spachman***

2. Approval of Current Bills: see packet

Commissioner Ed Johnson questioned the web hosting charge. Treasurer Grant Gager confirmed it is for the old website. Commissioner Johnson asked when the new website will be going live. Executive Director Suzanne Frick clarified that the new website will be up in a few weeks.

**Motion to approve bills.**

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

**COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS**

Commissioner Ed Johnson talked about last month's conversation regarding sidewalk priorities by Formula Sports and Silver creek and suggested putting dollar amounts in the priority list. Executive Director Suzanne Frick will be working with the Street Department to make that happen.

**COMMUNICATIONS FROM THE PUBLIC**

Gary Lipton spoke regarding Trail Creek and Infrastructure the KURA has provided. He gave the background of the project, advising this has been going on for 10 years. He talked about where the project stands currently with the 60-day waiting period and advised that he is in support of full funding at the end of 60 days but, advised that if the funding does not come thru, the KURA should be prepared to review the funding. He questioned where this leaves the KURA Board and suggested that the KURA be prepared to pull any infrastructure funding. Gary Lipton advised that regardless of what the council does, he suggests that Director of Planning & Building John Gaeddert, prepare to cancel the infrastructure benefit.

**NEW BUSINESS**

3. ACTION ITEM: Recommendation to approve Contract #50059 with Workman & Company for Audit services for FY 19/120

Treasurer, Grant Gager explained that this is somewhat routine and explained that Workman has not changed the fee since last year. Attorney Ryan Armbruster explained that this is a straightforward engagement letter. Commissioner Ed Johnson questioned the RFP Process. Grant Gager educated the Commission with the RFP Process and offered to go out to bid. The Commissioners were comfortable with moving forward.

**Motion to approve the engagement letter with Workman & Company for audit services for fiscal year 2019.**

***Motion made by Commissioner Breen, Seconded by Commissioner Spachman.***

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

4. ACTION ITEM: Request from KETCH PDX LLC to provide KURA funding for public improvements

Executive Director Suzanne Frick outlined what was included in the packet. She talked about what is eligible for KURA funding, advising there are 2 deed restricted units out of 17. The amount the KURA would contribute \$9,617, which is in line with what was provided with Phase I. It's up to the commission to decide if they want to fund. Commissioner Amanda Breen questioned what was approved with Phase I. Suzanne Frick confirmed it was the sidewalks.

Chair Susan Scovell asked about snow melt and the carbon footprint. Commissioner Ed Johnson talked about the hauling of snow away and the people coming in to remove the snow also adds to the carbon footprint. He also said that just because we did this for phase I, we don't need to do this for phase II. The city will need funding for sidewalks and Commissioner Johnson would like to fund sidewalks for the City. Commissioner Jim Slanetz advised the sidewalks will get built with or without the KURA support. Commissioner Amanda Breen agrees with Ed Johnson. Suzanne Frick talked about what the County was requiring. Commissioner Jim Slanetz advised that if they get the tax credit from the County the KURA will not receive a tax.

**Motion to direct staff to advise the applicant that they would not be funding.**

***Motion made by Commissioner Scovell, Seconded by Commissioner Breen.***

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

5. ACTION ITEM: Recommendation to approve Lease Agreement 50060 with the City of Ketchum for Washington/First Street KURA property

Treasurer Grant Gager advised that the Lease memorializes the payments included in the budget. The term of the contract was discussed. Commissioner Ed Johnson questioned the revenue the KURA is getting. Grant Gager advised Washington Ave Parking lot earns approximately \$5,000 of revenue a year. The lease payment was discussed.

**Motion to adopt Resolution 19-URA10 authorizing the Chairwoman to execute agreement 50060 a revised license for access and use of property with the City of Ketchum.**

***Motion made by Commissioner Spachman, Seconded by Commissioner Scovell.***

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

## **OLD BUSINESS**

6. Discussion of community workshop to identify future use of the First and Washington KURA property.

Chair Susan Scovell talked about what to do with the lot and would like the community to be involved in the process when they are ready to make any decision. Attorney Ryan Armbruster said they just entered into a license agreement and will need to give a 90- day notice to the city before doing anything. Ryan Armbruster explained the process before them saying, It's not just an auction and it is not uncommon to issue a RFP and talked about being specific about what they want on the property when the time comes. Susan Scovell clarified that it cannot be sold outright. Ryan Armbruster reiterated that the RFP will need to be very specific. The most common practice was discussed. Ryan Armbruster explained that It is most important that you do not let go of the property until you have a developer that has signed sealed and delivered so that once you transfer the property that project will be built. How the transaction works was discussed.

Gary Lipton talked about never having heard about a RFP process in the past. He voiced his frustration with the Attorney stating the board has been misled. He talked about the history of the purchase of the Dollhouse Lot. He was led to believe that they could sell the lot out right and

give the money back to the City. This information received today was not how it was presented. Commissioner Ed Johnson clarified with Ryan Armbruster that the Deed will need to be attached to the sale. Ryan Armbruster confirmed that if you want to see a specific result the deed will need to be attached. That is the typical way disposition works. Ryan Armbruster advised that to sell it out right they would have to jump thru many hoops and there would have to be a developed plan that the buyer would agree to.

Reed Sanborn talked about filling this lot with long term housing. He encouraged the Commission put an RFP out for housing saying that if the Commission sells this lot now, they will kill the dream of housing that could benefit people in Ketchum and those who want to live here.

Chair Susan Scovell advised that we won't be making any decisions today but wanted to bring this up so that the board can start thinking about this for the future.

7. Discussion to provide \$20,000 each year to the Streets and Facilities Department for the purchase of equipment

Chair Susan Scovell talked about a handout from Street Superintendent Brian Christiansen and asked for input from the commissioners. Commissioner Ed Johnson said he believes that the City should be doing this and questioned if the KURA has the ability to do this. Attorney Ryan Armbruster talked about the need to identify exactly what is being purchased

Executive Director Suzanne Frick advised the request did not come from the Street Dept. This is just a discussion to see if the board would like to contribute. It was clarified that the question came from the Commission in a priorities meeting. Chair Susan Scovell is in favor of contributing. Commissioner Jim Slanetz agrees with Commissioner Ed Johnson and this type of funding should come from the City. Ed Johnson suggested they focus on sidewalks.

Gary Lipton said that helping the Streets department was initiated by Executive Director Suzanne Frick and himself in the past. He advised that he thinks this is against what the original goal was. He reiterated that the original goal was to put sidewalks in where there aren't any.

Commissioner Amanda Breen asked for clarification on the ask and it was confirmed that the KURA could assist in funding all things on the list in their packet. Executive Director Suzanne Frick talked about the budget process and the funding requests. The requests in todays packet are a few years out. She talked about equipment and repairs of infrastructure. The equipment need is taken care of but there is additional need for repair of sidewalks in the KURA area. In order to free up time to work on other things, additional sidewalk money would be helpful. Ed Johnson asked if the KURA has done sidewalk repairs in the past. Suzanne Frick clarified they have not. Commissioner Amanda Breen questioned what happens next. Chair Susan Scovell advised this was just a discussion item to see if they are in support.

Gary Lipton suggested that the KURA give \$20,000 to the Street Department to help the city council and the tax payors.

Commissioner Jim Slanetz advised that this is confusing going into the KURA budget. This should be city funded. Attorney Ryan Armbruster advised that we need to have more direction. It is better to have it on bricks and mortar. This will be explored and brought back.

8. Discussion to provide annual funding to off-set a portion of the cost for the new Ketchum Fire Department ladder truck

Chair Susan Scovell asked if this is the same conversation as the street conversation. The proposal would be \$50,000 towards the fire truck. Attorney Ryan Armbruster advised that this one is clean. Executive Director Suzanne Frick talked about the annual payment for the City being \$60,000 for 15 years. Treasurer Grant Gager advised they could go toward lease payments and would go under infrastructure in the KURA budget.

Ryan Armbruster advised that the KURA could enter into a longer contract if they wanted. The current year infrastructure budget was discussed.

Direct staff to bring this back to the next meeting at a \$60,000 contribution.

9. Discussion and review of the lighting study for the Warm Springs Bike Path

Executive Director Suzanne Frick advised that in the packet is a Paul Stoops report. The question for the board is, do they want to pursue it and if so, how to move forward? The location was discussed. There are no lights on Saddle Road to Wanderers Way.

Gary Lipton advised that the board look out for the safety of the children and asked the board to support. Commissioner Ed Johnson supports but would also like to look at putting in a hard curb for safety. The rolled curb as opposed to the hard curb was discussed and Suzanne Frick would like to do public outreach to find out what the public wants. Commissioner Amanda Breen supports future engineering and design. The next step will be to go to engineering.

#### ADJOURNMENT

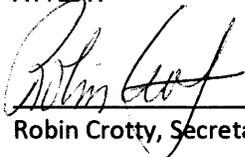
Motion to adjourn at 3:09 p.m.

**Motion made by Commissioner Breen, Seconded by Commissioner Scovell.**

**Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman**

  
Susan Scovell, Chair

ATTEST:

  
Robin Crotty, Secretary